

10 TIPS TO BE STRESS-FREE

- 1.** Look after yourself. If you feel dejected, those you interact with will feel dejected, too. We've all experienced the unenthusiastic sales person or the bored receptionist: it has a negative impact on your sales and your service, which ultimately makes you feel more stressed.
- 2.** Get help. There may not be problems with work but if things at home aren't good, this will affect work. We're only human and simply cannot take on everything, so take time off work to sort things out – manage stress before it begins to manage you.
- 3.** Take 30 minutes out everyday to do something for you: walk the dog, read a book, go for a swim; it doesn't matter what it is but it should be something you enjoy doing, during which time you can switch off and completely relax.
- 4.** Do you have 'working lunches', juggling a sandwich, emails, 'phone etc? If so, you need to stop that now - it is fundamentally important to give your mind time to relax. My guarantee to you is that you'll feel more refreshed and energised if you take the time to have a proper break daily for your lunch.
- 5.** Your organisation is all about you – you are the most important asset. The brand is just that. It's a framework; a corporate identity. Without you, it wouldn't function but humans are very poor at recognising how capable and worthy we actually are. So remember that you are 1000 times more important than you think you are.
- 6.** It's important to recognise the signs of stress which include irritability, a loss of appetite, butterflies, tearfulness and insomnia. You may not recognise these in yourself so take note if someone points them out to you as stress tends to build gradually.
- 8.** Humans aren't particularly good at embracing change: the innate fear of failure we have takes over as change often means the unknown. Stress is not a natural human emotion and as such we're not built to deal with it ,so it's critically important that you change and manage it.
- 9.** If you have to use "I'm too busy" as an excuse, it's probably because of a diary that could be managed better. Everyone has 7 days in their week and needs 8 hours sleep so there's really no excuse. As soon as you feel yourself getting stressed, take control.
- 10.** Do you have papers scattered all over your office and a desk that is uninspiring? Add a plant or photos of things that make you feel good, plenty of light and clear your desk so that papers are filed. If you clutter your desk, you clutter your mind.